



## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

### ADMINISTRATIVE PROCEDURE: AP-LEA-300-01

Insufficient Evidence (IE)	
Approval Date:	February 14, 2024
Last Revised Date:	July 9, 2024
References:	MoECC K-12 Reporting Policy Provincial Letter Grades Order SD22 Assessment and Communicating Student Learning Guidelines

#### 1 Purpose

- 1.1 The purpose of this procedure is to provide guidance to teachers and principals/vice-principals ensuring compliance with the new Ministry of Education and Child Care K-12 Student Reporting Policy as well as to ensure that timely and accurate communication to families is available at the end of a year or semester, the 'IE' mark **must** be converted and changed on the Summary of Learning report

#### 2 Responsibilities

- 2.1 Both the teacher giving the IE and the principal/vice-principal are responsible in ensuring the following procedure has been followed.

#### 3 Procedures

In all cases where an 'IE' will be given as a mark, the following procedure is to be followed:

##### 3.1 Elementary Process:

###### 1. Assessment of Student

- a. The teacher does not have sufficient evidence to provide a proficiency level on a student's Written Learning Update. This may be a result of:
  - i. Limited observations/conferencing with the student as a result of attendance or other factors (ie. student registration date)
  - ii. Limited student production and completion of course materials demonstrating growth and development on curricular learning standards.
  - iii. Limited records or data indicating growth and development up to that point in time (ie. student transfer close to reporting date with no transfer of academic achievement)

###### 2. Communication

- a. The principal/vice-principal must be consulted and clear communication to both the student and parent(s)/caregiver has been provided. Communication will include why the 'IE' will be present on the Written Learning Update and the actions that can be taken to move towards a plan for success to remove the 'IE' and replace it with a proficiency level.

- b. This plan needs to be documented in the SBT notes and outline the action items and follow up dates. Parent(s)/caregiver must be provided the option to have a meeting that includes the student, parent(s)/caregiver, principal/vice-principal and other members of the school-based team to help in the plan for success.
- 3. IE Mark Issued**
  - a. IE mark is placed on the MyEd Written Learning Update and the comment includes the plan of success indicating that the IE will be replaced with a proficiency level on the Summary of Learning.
- 4. On-going Assessment of Student and Plan for Success**
  - a. Regular monitoring and communication of student performance to the student and parent(s)/caregiver and principal/vice-principal
- 5. Replacement of IE on the June Summary of Learning**
  - a. The IE mark **must** be converted to a proficiency level or a letter grade as per section 1.1 of the [Provincial Letter Grade Order](#) on the June Summary of Learning.
    - i. **Proficiency Level – used in almost all cases** to indicate the student's growth and development through their plan for success. It should also be used for students transferring from another school through the principal/vice-principal's review of results from available student records from their previous school. The comment should indicate that through the plan for success the particular proficiency level has been given.
    - ii. **The letter grades 'F', 'W', and 'SG' – used in very few cases** where:

F = (Failing) The student is not demonstrating minimally acceptable learning in relation to the learning outcomes for the course. The letter grade "F" may only be assigned if an "IE" (Insufficient Evidence of Learning) letter grade has previously been assigned for that course. An 'F' can only be given on the June Summary of Learning and should NEVER be given on the June Summary of Learning unless the following conditions have been met.

- there has been an IE on the two previous written learning updates including a clearly communicated plan for success
- there has been no significant progress by the student on the plans created through the IE process
- there has been significant attendance issues
- consultation and communication with the teacher, appropriate members of the school-based team, member of the District Inclusion Team, parent(s), and school administration has occurred to discuss the 'F' to determine it is more appropriate than an 'Emerging'

**An 'F' at the elementary school (K-7) does not signify retention or that the student is required to repeat the course. Any discussions regarding retention MUST be through consultation with the Director of Instruction for Inclusion.**

W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal or director of instruction in charge of a school may grant permission to a student to withdraw from a course.

SG = (Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an **adjudication process authorized by the principal, vice principal or director of instruction** in charge of the school. The comment must indicate why the SG was given instead of a proficiency level.

### 3.2 Secondary Process:

#### 1. Assessment of Student

- a. The teacher does not have sufficient evidence to provide a proficiency level(8-9)/grade/percentage(10-12) on a student's Written Learning Update. This may be a result of:
  - i. Limited observations/conferring with the student as a result of attendance or other factors (ie. registration date)
  - ii. Limited student production and completion of course materials demonstrating growth and development on curricular learning standards
  - iii. Limited records or data indicating growth and development up to that point in time (ie. student transfer close to reporting date with no transfer of academic achievement)

#### 2. Communication

- a. The principal/vice-principal must be consulted and clear communication to both the student and parent(s)/caregiver has been provided. Communication will include why the 'IE' will be present on the Written Learning Update and the actions that can be taken to move towards a plan for success to remove the 'IE' and replace it with a proficiency level.
- b. This plan needs to be documented in the SBT notes and outline the action items and follow up dates. Parent(s)/caregiver must be provided the option to have a meeting that includes the student, parent(s)/caregiver, principal/vice-principal and other members of the school-based team to help in the plan for success.
- c. This communication may occur through the schools localized 'I Reports' as long as the following requirements are clearly communicated through the report:
  - i. Consultation with PVP and other school-based team members is stated
  - ii. A plan for student success is clearly provided
  - iii. A statement that an IE will be given on the Mid-Course Written Learning Update unless the plan is completed before then

- iv. Opportunity provided for a meeting with the student, parent(s)/caregiver(s)

**3. IE Mark Issued on the Written Learning Update**

- a. IE mark is placed on the MyEd Written Learning Update and the comment includes the plan of success indicating that the IE will be replaced with a proficiency level(8-9)/percentage(10-12) on the Summary of Learning.

**4. On-going Assessment of Student and Plan for Success**

- a. Regular monitoring and communication of student performance to the student and parent(s)/caregiver and principal/vice-principal

**5. Replacement of IE on the Summary of Learning**

- a. The IE mark **must** be converted to a proficiency level or a letter grade as per section 1 of the [Provincial Letter Grade Order](#) on the June Summary of Learning.
  - i. **Proficiency Level(8-9)/Percentage(10-12) – used in almost all cases** to indicate the student's growth and development through their plan for success. It should also be used for students transferring from another school through the principal/vice-principal's review of results from available student records from their previous school. The comment should indicate that through the plan for success the particular proficiency level(8-9)/percentage(10-12) has been given.

- ii. **The letter grades 'F', 'W', 'SG', 'TS' – used in very few cases** where:

F = (Failing) The student is not demonstrating minimally acceptable learning in relation to the learning outcomes for the course. The letter grade "F" may only be assigned if an "IE" (Insufficient Evidence of Learning) letter grade has previously been assigned for that course. An 'F' can only be given on the June Summary of Learning and should NEVER be given on the June Summary of Learning unless the following conditions have been met.

- there has been an IE on the mid-course written learning update including a clearly communicated plan for success
- there has been no significant progress by the student on the plans created through the IE process
- there has been significant attendance issues
- consultation and communication with the teacher, appropriate members of the school-based team, member of the District Inclusion Team, parent(s), and school administration has occurred to discuss the 'F' to determine it is more appropriate than an 'Emerging'(Gr. 8-9)

**An 'F' at grades 8 and 9 would signify that the student will repeat the course. However, students may complete the course or demonstrate appropriate proficiency to complete the course before the end of the following semester.**

W = (Withdrawal) According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the

principal, vice principal or director of instruction in charge of a school may grant permission to a student to withdraw from a course.

SG = (Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an **adjudication process authorized by the principal, vice principal or director of instruction** in charge of the school. The comment must indicate why the SG was given instead of a proficiency level.

TS = (Transfer Standing) May be granted by the principal, vice principal or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the School Act. Alternatively, the principal, vice principal or director of instruction in charge of a school may assign a letter grade on the basis of an examination of those records.

Reviewed and approved by:



Luke Friesen  
Director of Instruction for Learning

July 9, 2024

*Date*